

DOCUMENT NAME: Government Fleet Fuel Card
DOCUMENT TYPE: 32

1. **Description:** The Government Fleet Fuel card is a payment and procurement tool utilized for acquisitions of fuel. Each card is assigned to a Coast Guard asset.
2. **Primary Forms:** Bank One Master Card
Monthly Bank One Statement (see Figure 12D-54c)
Weekly Fleet Card Report
3. **Related Forms:** None
4. **Document Number:** Nonstandard Number - FINCEN assigned. (The letter F indicates "Fleet Fuel Card")

SAMPLE: 32 04 1234F1230 012

<u>Document Type</u>	<u>FY Funded</u>	<u>Last four digits of Bank Card Account #</u>	<u>Julian Date Of Purchase</u>	<u>Transaction Sequence Number</u>
32	04	1234	F 123	0012

5. **Accounting Line:**
 - a. Each Government Fleet Fuel card account is associated with one full line of accounting. When requesting a new card, the unit provides all of the essential information to the District Site Manager (DSM). This information will contain the unit name, OPFAC, asset number, address, phone number, and the desired line of accounting to be assigned to the card. The DSM will forward this information to FleetFuel@fincen.uscg.mil who will order the new card and set up the correct line of accounting.
6. **FINCEN Critical Processing Requirements:**
 - a. All Government Fleet Fuel card accounts and the associated line of accounting must be set up at the FINCEN.
 - b. All transactions on the Government Fleet Fuel card monthly statements must be verified with itemized receipts from the purchases made.
7. **Other Information:**
 - a. Government Fleet Fuel cards are assigned to an asset rather than to an individual cardholder. Per reference (a) each card should be under the supervision of the unit supply officer or petty officer referred to as the local control point for the card.
 - b. Supply Fund users should provide the Julian Date when listing Government Fleet Fuel card purchases on their Fuel reports. See Chapter 4 from the Supply Policies and Procedures Manual (COMDTINST M4400.19A) for more information.

7.c. Transfer of assets:

When a cutter, vehicle or aircraft transfers from one location to another, the following procedures must be followed to insure that the correct accounting is charged to the unit receiving the asset.

- (1) The current unit must destroy **ALL** cards belonging to that asset. Send emails to FleetFuel@fincen.uscg.mil or Avcard@fincen.uscg.mil requesting cancellation of these cards. The Identaplate card can be destroyed and no email notification is necessary.
- (2) The unit receiving the asset must request new cards.
 - (a) Identaplate cards are ordered through Eholland@arsc.uscg.mil or Bstratton@arsc.uscg.mil. Information needed for ordering a card is: address, aircraft name, tail number, OPFAC, fund code, and Airstation.
 - (b) Fleet fuel cards are ordered through the Distribution Site Managers (DSM). The DSM sends an email to FleetFuel@fincen.uscg.mil with the following information: OPFAC, asset number, object class, mailing address, and accounting line.
 - (c) Avcards are ordered by sending an email to Avcard@fincen.uscg.mil with the ordering station and tail number of the aircraft. The new Avcard cannot be ordered until the old Avcard from the previous unit has been cancelled.

8. FPD Information:

- a. Government Fleet Fuel card transactions are posted using the Miscellaneous icon in **FPD** Simplified Acquisition Applet.
- b. Under the Miscellaneous icon, a document number cannot be inserted. Thus, every transaction posted in **FPD** will kick to Cat IV during the reconciliation process. This will require the reconciler to create a "Doc Alias" for each transaction that was originally posted in the Miscellaneous Icon. The Fleet Card Report is available on the FINCEN web site at: <http://cgweb.fincen.uscg.mil/fcr/index.htm>.

9. Document Flow:

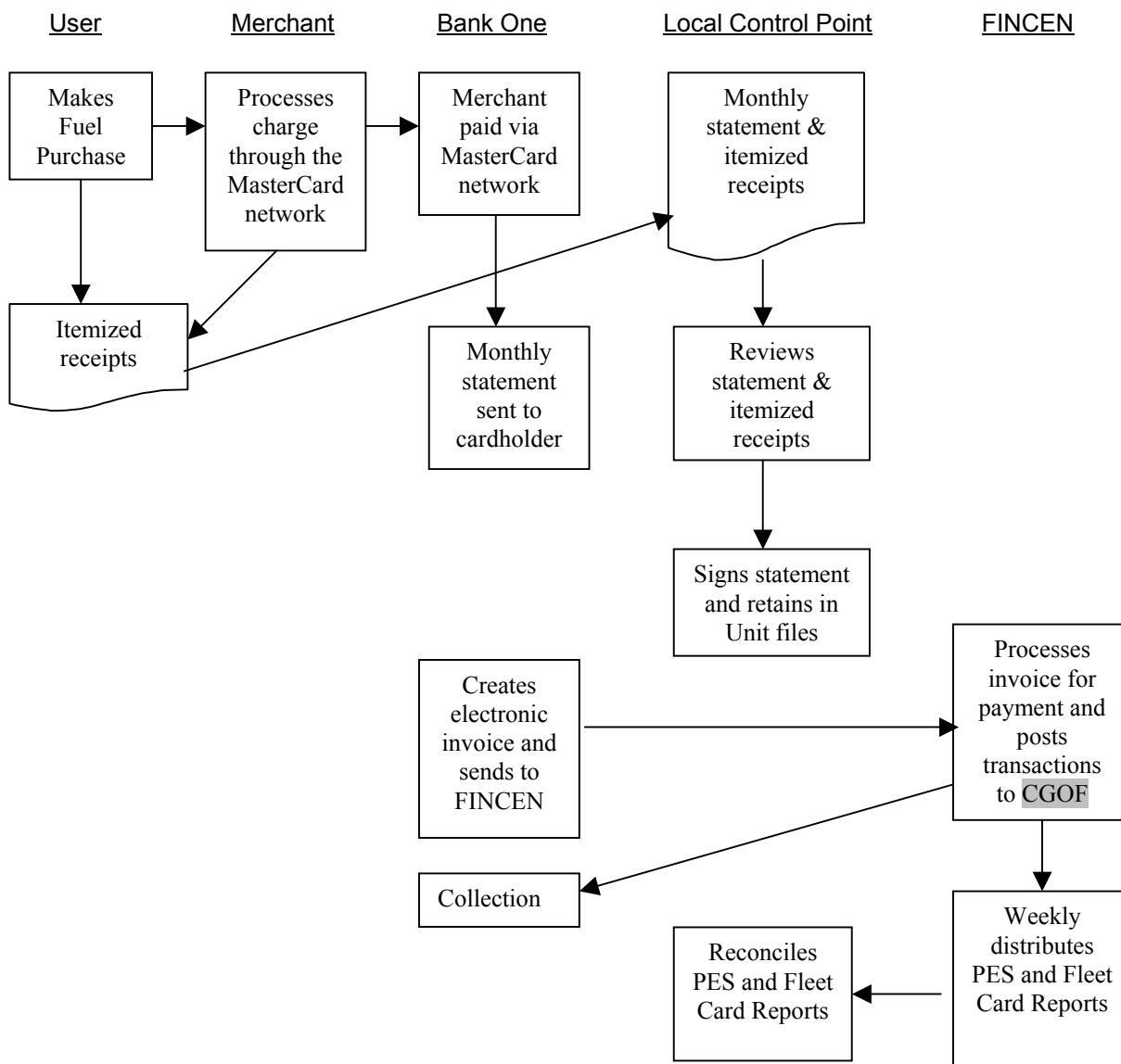


Figure: 12D-54b Fleet Fuel Card

- a. Figure 12D-54b describes the procedures for processing the Government Fleet Fuel card.
- b. Use the Government Fleet Fuel card in accordance with existing simplified acquisition procedures and policy.
- c. A monthly statement is mailed to the unit for each account that had purchases during the statement period.

9.d. (1) Units are required to verify all transactions posted to their account. Upon receipt of the monthly statement, the local control point must review each transaction for accuracy and reconcile it against the itemized receipts retained from each purchase. Itemized receipts should contain the vendor name, purchase date, quantity and price per gallon, etc. The statement should then be signed by the local control point and kept in the unit's files along with the itemized receipts for a period of three years.

(2) Units are not required to submit Government Fleet Fuel card statements to the Finance Center. If a transaction is selected for audit by the Finance Center, units will receive an e-mail requesting a copy of the receipt. These copies should be faxed along with a copy of the e-mail requesting them to the attention of Fleet Audit at (757) 523-6719. They can also be mailed to:

Purchase Card
USCG Finance Center
P. O. Box 4107
Chesapeake, VA 23327-4107

Our audit procedures require us to review every transaction \$2500 and above and a random sample of those transactions under \$2500. If all unit purchases exceed \$2500, you may fax a copy of your Government Fleet Fuel card statement along with the receipts as soon as you have verified all transactions each month.

(3) If an item is billed incorrectly, it is the responsibility of the cardholder to attempt to resolve the problem with the merchant. If the merchant does not provide a replacement or credit, the cardholder must provide a complete explanation on the statement form in addition to completing a "Dispute" form. The form must be submitted to Bank One within 60 days of the statement date. A copy of the dispute form should be kept with the unit's files and be made available for audit purposes if requested.

Note: Inform vendors with whom you make purchases using the Fleet Fuel card to not send invoices to the Finance Center. They should be sent to your unit so you will have them to attach to your statements.

9.e. Other Information concerning the Fleet Fuel Credit Card

- (1) There are two embossed lines on each Government Fleet Fuel card. Line one consists of OPFAC – Asset # - Object Class. Line two will be USCG _____* Fuel. (*Cutter, small boat, vehicle, shore unit or aircraft)
- (2) Fiscal Year Chargeable: Transactions (purchases) should be charged to the FY funds based on the order date; however, the vendor's billing date, forwarded electronically to the FINCEN from the fleet fuel credit card contractor, is used to create the document number and assign the line of accounting. This date may not coincide with the actual fiscal year that the items were ordered.

- (3) Fiscal yearend transaction errors: The FINCEN will adjust PES transactions back to the prior fiscal year if the order date is on or before 30 September. The FINCEN will make PES adjustments due to vendor transaction date discrepancies regardless of dollar amount. In these cases, units must submit a PES Report Error to FINCEN indicating the over the counter date or the actual order date. A copy of the monthly statement and supporting receipt, packing slip, etc., with the individual line items highlighted must be included.
- (4) Emergency situations: Emergency situations have necessitated quick acquisition of fleet fuel credit cards. The Finance Center will work with the unit's DSM to process these requests as quickly as possible. Arrangements can be made to have the new fleet fuel cards shipped to the unit via FedEx to facilitate the process. Contact your DSM or FleetFuel@fincen.uscg.mil for more information.
- (5) Safekeeping of Government Fleet Fuel cards: Per reference (a), fleet fuel cards shall be kept in a secure location such as a safe, locked compartment, boat kit, flight kit, vehicle key pouch or vehicle kit.
- (6) Retention of documentation: Retain copies of accountable documentation and certified statements for a period of three years for item returns, disputed items, and audit purposes.
- (7) Lost/Stolen Cards: Cardholders must report lost or stolen cards to Bank One at 1-888-297-0781. A replacement card with a new account number will be sent to the Finance Center and will be distributed to the cardholder via the DSM. Cards reported lost or stolen are immediately blocked from accepting additional charges. Any unauthorized charges must be disputed.
- (8) Improper purchases: If an improper purchase is made using the fleet fuel credit card and reimbursement is to be made, **do not** send a remittance directly to Bank One. Annotate the statement indicating that an improper purchase was made and identify which purchase was improper. A copy of the annotated statement and a cashier check or money order made out to the U.S. Coast Guard should be mailed to:

U.S. Coast Guard
ART/OTHERS
P.O. Box 403391
Atlanta, GA 30384-3991


10. Sample Forms: See Figure 12D-54c.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
32041234F1230012	189	04035FQR2	12345	2674	0.00	0.00	0.00	50.00

12. References:

- a. ALCOAST 145/03, Bank One Fleet Fuel Master Card Policy
- b. Supply Policy and Procedures Manual, COMDTINST M4400.



BANK ONE
P.O. BOX 2030
MAIL SUITE IL1-6225
ELGIN IL 60121

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER 5568-9600-0012-3456

STATEMENT DATE 01-23-03

NET CHARGES \$553.59

12345-2637
USCG SMALL BOAT FUEL
ATTN COMMANDING OFFICER
PO BOX 460
ILWACO WA 98624-0460

M00280

For reconciliation purposes only. Do not send payment.

USCG SMALL BOAT FUEL

ACCOUNTING CODE:

AGENCY NAME: **USCG SMALL BOAT FUEL**

BILLING OFFICE ID:

SINGLE PURCHASE LIMIT: **\$2,500.00**

AGENCY/ORG ID

X/XXX/XXX/XX/X/XX/XXXXX/XXXX

AGENCY/ORG ID:

TAX EXEMPT #:

CYCLE PURCHASE LIMIT: **\$10,000.00**

STATEMENT MESSAGES

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-08	01-06	900000170429 P.O.S.: 1111	ILWACO FUEL DOCK INC ILWACO WA SALES TAX: \$0.00	89.72
01-09	01-07	900000170444 P.O.S.: 1111	ILWACO FUEL DOCK INC ILWACO WA SALES TAX: \$0.00	95.70
01-13	01-10	900000170455 P.O.S.: 1111	ILWACO FUEL DOCK INC ILWACO WA SALES TAX: \$0.00	93.43

CUSTOMER SERVICE CALL
1-888-297-0781

LOST/STOLEN CARDS CALL
1-888-297-0782

ACCOUNT NUMBER
5568-9600-0012-3456

STATEMENT DATE:
01/23/03

ACCOUNT SUMMARY

PURCHASES & OTHER CHARGES	553.59
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$553.59
DISPUTE AMOUNT	.00

SEND BILLING INQUIRIES TO:

BANK ONE
FEDERAL CARD
P.O. BOX 2015
MAIL SUITE IL1-6225
ELGIN, IL 60121

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Figure 12D-54c Monthly Bank One Statement